

9 NOV 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

DD/A Registry

File

Personnel

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Reassignments and the Hiring Freeze

1. The question of the impact of the hiring freeze on rotations has been raised by a DDA component, and the gist of the response by the A/DD/A may be of interest to other Deputies fielding similar questions.

2. For the next two to three months, Directorates will receive a substantial flow of new hires to whom commitments were made before 25 October. As these commitments are exempt from the 50 percent replacement rule, Directorates will receive an additional entitlement for new hires equivalent to 50 percent of the number of their employees who separate from the Agency. Preliminary projections indicate that there will be adequate entitlement for those employees that Directorates would be able to bring on board through December and probably January. This recognizes the fact that these months are not peak hiring months and that it is not the normal expectation that there would be full replacement of losses during the winter season.


3. Reassignments as such are not directly governed by the 50 percent replacement rule. However, a net outflow (more reassignments out than in) would create a reduction of strength that would have to be offset by new hiring, which is directly affected by the 50 percent replacement rule. Should the freeze continue past January, concern about the net effect of reassignments becomes very relevant. A net outflow of reassignments would require components to bid for new hires who are limited in number. A balanced flow of reassignments, on the other hand, would not adversely affect strength. Components who expect net outflows may need to make formal requests to their Deputy Directors for relief, which would be granted according to the strength of the justification and the priority

DD/A Registry
78-4157

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of the need for new hires. It is obvious that not all requests for relief can be granted. Directorates should be prepared to deal with the situation where components experiencing outflows through reassignments or separations attempt to replace these losses by proselytizing other components or other Directorates. I hope that before this situation becomes serious it would be possible to take a more orderly approach by use of reallocation of ceiling.

STATINTL


F. W. M. Janney

December 7, 1978

Stan:

SIGNATURE

We have adjusted the timing per our discussion this morning.

I'm sure by 1 February we will know more about the duration of the limitation. At least we have kept open the option to appeal and put OMB on notice that we will not hesitate to do so.

John

ER-Mail

STATINTL

Approved For Release 2001/05/01 : CIA-RDP81-00142R000400030023-3


Approved For Release 2001/05/01 : CIA-RDP81-00142R000400030023-3

128-3-7906

DCI/RM-78-0069
22 November 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy to the DCI for Collection Tasking *ML*
Deputy Director of Central Intelligence

FROM: 
Deputy to the DCI for Resource Management

SUBJECT: ICS Exception from Limitation of Federal
Civilian Hiring

1. Action Requested: That you sign the letter to Jim McIntyre reserving the right to appeal OMB's denial of the subject request at a later date.

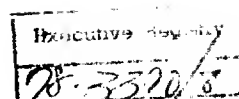
2. Background: On Friday Randy Jayne and I discussed his response to our request for an exception to the hiring limitation for Federal civilian employees, which is attached for your information. He confirmed my impression that the hiring limitation is unlikely to remain in force for very long once the new Congress begins its session. Assuming this is the case, I do not think it would be worthwhile for us to appeal Randy's decision. I would like, however, for you to reserve the right to do so at a later time if the limitation continues past February.

3. Recommendation: That you sign the enclosed letter to Jim McIntyre. Although I could make the same point to Randy, I think it would be more effective if you notify McIntyre at this point.

STATINTL 

Attachments:
as stated

*I'd like to appeal pb - my
guess we say 2-3 mo - not*



18 DEC 1978

The Honorable James T. McIntyre, Jr.
Director, Office of Management and Budget
Washington, D.C. 20503

Dear Jim:

As I am sure you are aware, Randy Jayne recently denied a request that the Intelligence Community Staff be excepted from the President's recently imposed limitation on Federal civilian hiring. I do not propose to appeal that decision at this time, although I believe my Deputy for Resource Management, [REDACTED] presented a strong case when requesting the exception. I am prepared to live with the OMB decision as long as the hiring limitation does not extend for very long. STATINTL

The President's announcement came at a most inopportune time for us. Only two weeks earlier the IC Staff had received approval for additional positions after lengthy and rigorous examination by four congressional committees. Unfortunately, there was inadequate time for new staff members (other than those who previously had been on non-reimbursable detail to the staff) to be hired before the President's restrictions were imposed. In particular, the new organization for the National Intelligence Tasking Center called for in E.O. 12036 could not be fully staffed. This puts us in a very difficult position. If the limitation on Federal civilian hiring is not lifted by the end of January, I will have no choice but to ask you to reconsider this case. I consider a vigorous and effective Intelligence Community Staff to be critical to my own performance.

Yours sincerely,

/s/ Stansfield Turner

STANSFIELD TURNER

DCI/RM-78-0069

Distribution:

Original - Addressee
1 - DDCI
1 - D/DCI/CT
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1 - Executive Registry

STATINTL D/DCI/RM/[REDACTED]/pjm/3-1131
 (20 November 1978)



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

NOV 15 1978

STATINTL

[REDACTED]
Deputy to the Director of Central
Intelligence for Resource Management
Washington, D. C. 20505

Dear John:

This is in response to your letter of November 8 requesting that OMB grant an exception to the President's recently imposed limitation on federal civilian hiring.

The President's directive delegated authority to the Director of OMB to grant exceptions in "... a very limited number of cases, when such exemptions are necessary to assure that essential services are provided and fundamental needs are met."

Based upon our review of the facts, indicating that just over 90% of the Intelligence Community's authorized positions are either filled or in process, I do not feel that an exception can be granted at this time.

Sincerely,

(signed) Edward R. Jayne II

Edward R. Jayne II
Associate Director for
National Security and
International Affairs

UNCLASSIFIED

INTERNAL

CONFIDENTIAL

SECRET

Approved For Release 2001/05/01 : CIA-RDP81-00142R000400050023-3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Limitation of Federal Civilian Hiring

FROM:

D/DCI/RM
6S01STATINTL
STATINTL

376-5610

EXTENSION

NO.

DCI/RM-78-0069

DATE

TO: (Officer designation, room number, and building)

EO/DDA
A/DDA

DATE

RECEIVED

FORWARDED

OFFICE'S
INITIALS

COMMENTS (Number each comment and draw a line across column to whom report)

1. John F. Blake
DDA
ZD18 CIA HQS.

Jack:

Earlier, I agreed to
you informed of our progress.
I wish I had better report.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
3-62

610

USE PREVIOUS
EDITIONS

SECRET

CONFIDENTIAL

INTERNAL
USE ONLY

SECRET

ADMINISTRATIVE - INTERNAL USE ONLY

File Personnel

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : F. W. M. Jamney
Director of Personnel

SUBJECT : Reassignments and the Hiring Freeze

1. The question of the impact of the hiring freeze on rotations has been raised by a DDA component, and the gist of the response by the A/D /A may be of interest to other Deputies fielding similar questions.

2. For the next two to three months, Directorates will receive a substantial flow of new hires to whom commitments were made before 25 October. As these commitments are exempt from the 50 percent replacement rule, Directorates will receive an additional entitlement for new hires equivalent to 50 percent of the number of their employees who separate from the Agency. Preliminary projections indicate that there will be adequate entitlement for those employees that Directorates would be sold to bring on board through December and probably January. This recognizes the fact that these months are not peak hiring months and that it is not the normal expectation that there would be full replacement of losses during the winter season.

3. Reassignments as such are not directly governed by the 50 percent replacement rule. However, a net outflow (more reassignments out than in) would create a reduction of strength that would have to be offset by new hiring, which is directly affected by the 50 percent replacement rule. Should the freeze continue past January, concern about the net effect of reassignments becomes very relevant. A net outflow of reassignments would require components to bid for new hires who are limited in number. A balanced flow of reassignments, on the other hand, would not adversely affect strength. Components who expect net outflows may need to make formal requests to their Deputy Directors for relief, which would be granted according to the strength of the justification and the priority

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of the need for new hires. It is obvious that not all requests for relief can be granted. Directorates should be prepared to deal with the situation where components experiencing outflows through reassignments or separations attempt to replace these losses by proselythizing other components or other Directorates. I hope that before this situation becomes serious it would be possible to take a more orderly approach by use of reallocation of ceiling.

STATINTL


F. W. M. Janney


Distribution:

Orig & 1 - Addressee (DIA)

1 - Each Other Addressee

2 - D/Pers

1 - OP/RS

STATINTL OP/P&C/PS/er-27 Nov 78
REVISED (Page 2) UD/Pers;rj-29 Nov 78

FOR: DCI CABLE TO THE FIELD/15 NOV 78

PD/A Registry

File Personnel 78-45749

Implementation of Presidential Hiring Freeze. At the direction of the President and under guidelines established by the Office of Management and Budget, a partial hiring freeze is in effect for an indefinite period. Effective 25 October 1978, agencies may fill only one out of every two vacancies. One important exception is that hiring commitments made before that date may be honored. In the immediate future, most of our hiring will be based on commitments made before 25 October.

For the purposes of administering the hiring freeze, "hiring" is defined as (1) new entrances on duty of permanent full-time personnel who count against ceiling, (2) assignments to operating Directorates of permanent full-time personnel from TAS (the clerical pool), and (3) reimbursable details from other Federal agencies. For purposes of determining the number of persons who can be hired by the Agency on the basis of the 50 percent replacement limitation, a "vacancy" is defined as one created by a separation or retirement from the Agency, or the termination of a reimbursable detail from another Federal agency.

For the duration of the hiring freeze, the Comptroller will include as an agenda item at Comptroller Meetings, which the Director of Personnel will attend in an advisory capacity, a review of the status of the Agency's on-duty strength and vacancies (both current and projected), and to consider critical replacement staffing needs as identified by the Career Services. The Comptroller will make recommendations for the temporary reallocation of hiring headroom, when necessary, giving due consideration to Directorate ceilings, to ensure that the Agency makes full use of its reduced ability to replace losses while at the same time ensuring that the highest priority staffing needs are satisfied. Where agreement cannot be reached at Comptroller Meetings on such reallocations, the Comptroller will refer the issue to the DDCI for decision.

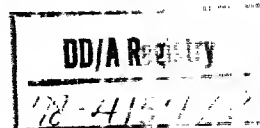
We anticipate some problems in the administration of the hiring freeze. We recognize that it will be very difficult over the short term to ensure the appropriate 50 percent match of hirings to separations. For example, we anticipate that it may not be possible to ensure 50 percent immediate replacement of the high level of separations, specifically retirements, expected during December and January.

Originator: D/OP 15 Nov 78

Distribution:

STATINTL 1 - [REDACTED] via Tube
1 - DDASubj
✓ 1 - DDA Reading Bd
1 - M&AS Chrono

ADMINISTRATIVE INTERNAL USE ONLY



MEMORANDUM FOR: Clifford D. May, Jr.
Director of Data Processing

FROM: Michael J. Malanick
Acting Deputy Director for
Administration

SUBJECT: Rotational Transfer and the Hiring Freeze

REFERENCE: Your memo dtd 10 Nov 78, same subj.

File Personnel

1. For the next two to three months, this Directorate will receive a substantial inflow of new hires to whom commitments were made before 25 October. As these commitments are exempt from the 50 percent replacement rule, we will receive an additional entitlement for new hires equivalent to 50 percent of the number of Directorate employees who separate from the Agency. A preliminary look at our projections indicates we will be able to provide adequate entitlement within the Directorate for those employees you would be able to bring on board through December and probably January. I recognize the fact that these months are not peak hiring months and that we normally would not expect full replacement of losses during the winter season. When the Office projections have been received, I will review this outlook again.

2. Reassignments as such are not directly governed by the 50 percent replacement rule. However, a net outflow (more reassignments out than in) would create a reduction of strength that would have to be offset by new hiring, which is directly affected by the 50 percent replacement rule. Should the freeze continue past January, your concern about the net effect of reassignments becomes very relevant. A net outflow of reassignments would require you to bid for new hires who are limited in number. A balanced flow of reassignments, on the other hand, would not reduce your strength; however, your historical experience indicates that a net outflow is more likely. If that does indeed happen, you should make a formal request to the Deputy Director for Administration for relief, and if the priority of your requirement is sufficiently justified, it may be possible to

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reallocate additional new hires from the Directorate entitlement. The merits of the case would be the basis for decision.

3. In the meantime, as you imply, it would be prudent to be slow to undertake any non-reciprocal staffing commitment on behalf of other offices and desirable to make maximum use of programming support from within ODP itself.

/s/ Michael J. Malanick
Michael J. Malanick

STATINTL

ORIGINATOR: [REDACTED]
Director of Personnel
J. M. V.

Distribution:

- Orig. & 1 - adse
- 2 - A/DDA
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- 1 - OP/PS
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STATINTL

OP/P&C/PS/[REDACTED] kj (16 Nov 78)

ADMINISTRATIVE INTERNAL USE ONLY

28-1151/6

ODP-8-2036
10 NOV 1970

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Rotational Transfer and the Hiring "Freeze"

1. The President's modified hiring "freeze", limiting federal agencies to a 1 for 2 replacement ratio, has been the subject of only informal guidance to date. We have been told that we may hire new personnel only against vacancies which occurred subsequent to 25 October and then only on the basis of one new employee for every two new vacancies. We have been told further that we will identify vacancies on the basis of on-board strength as of 25 October, plus hiring commitments made prior to that date. Following that formula, ODP has a "base" for identifying vacancies of [REDACTED] comprised of [REDACTED] on board plus 7 firm employment commitments. STATINTL

STATINTL

2. This guidance covers only net changes in CIA's total manpower. The problem which occasions the preparation of this inquiry has to do with the effects of lateral movements, which do not reduce CIA's total staff, on the effective ceiling of ODP. We have, as you know, an active "outlander" program which covers a large number of MZ careerists assigned to other offices on rotational tours. (The most recent roster of "outlanders" lists 32 names.). In addition, the more technical offices, and even some with only peripheral technical programs, learned long ago that ODP is a great source of talented, bright people, and we have attempted to be responsive to requests for personnel to fill a variety of challenging assignments. Most of these become, in time, rotational positions. The employees benefit, ODP benefits, and certainly CIA benefits in general from such inter-office and inter-directorate movement.

3. The new "freeze" threatens our ability to continue to support such requests for rotational assignment of ODP personnel. Established relationships can be maintained, for we get a person back for each person released. New proposals (and we currently have several in hand from OD&E and OSO, for example) are a different matter, however. The transfer of a programmer from ODP to OSO creates a vacancy which, under present rules, we apparently cannot fill. At best, if it does constitute a "vacancy" under the "freeze", we can fill it only at the 50% rate. ODP was already under strength on 25 October; attrition in the form of lateral transfers will create holes we can ill afford.

4. I am most reluctant, however, to close the door on a program which has been so successful and so beneficial. We need, it seems to me, some additional guidance on how CIA is going to administer its hiring program under the 1 for 2 formula to protect the office which loses personnel not to the outside market place but to other CIA components. Such transfers ought to be supported by a policy of one for one replacement, either from inside or through outside recruitment. Our people need to know that their own career progression will not be inhibited because of the non-availability of replacement personnel.

5. We have been invited to bring exceptional cases to your attention for possible allocation of additional hiring authority, but the situation described here does not seem to be in that category, nor does it lend itself to that kind of solution. Rotation is a recurring constant in ODP's personnel program, and vacancies created by rotation, as already noted, differ in several ways from the kinds of vacancies which were addressed in the President's message. ODP is by no means the only office affected, of course. The problem has serious implications for all forms of lateral movement, including those so essential to effective EEO and Upward Mobility programs, and those relevant to the DCI's inter-directorate rotation program.

6. Whatever form of Agency-wide bookkeeping system is established to cope with this problem, I urge that it be devised so as to avoid involving central staff elements in the details of rotational assignments. I would hope it would suffice to keep some central control point apprised of the numbers of personnel involved. Ideally, it would seem that hiring priority should be granted in a relatively automatic way to those offices whose losses stem from rotational moves.

7. ODP has, as noted, several outstanding new requests for rotational personnel. These requests are being held in abeyance until we have a clearer idea of how or whether we will be able to recruit replacements for any personnel released.

STATINTL


Clifford D. May Jr.

FOR: DCI CABLE TO THE FIELD/15 NOV 78

Personnel

18-4157/9

Implementation of Presidential Hiring Freeze: At the direction of the President and under guidelines established by the Office of Management and Budget, a partial hiring freeze is in effect for an indefinite period. Effective 25 October 1978, agencies may fill only one out of every two vacancies. One important exception is that hiring commitments made before that date may be honored. In the immediate future, most of our hiring will be based on commitments made before 25 October.

For the purposes of administering the hiring freeze, "hiring" is defined as (1) new entrances on duty of permanent full-time personnel who count against ceiling, (2) assignments to operating Directorates of permanent full-time personnel from TAS (the clerical pool), and (3) reimbursable details from other Federal agencies. For purposes of determining the number of persons who can be hired by the Agency on the basis of the 50 percent replacement limitation, a "vacancy" is defined as one created by a separation or retirement from the Agency, or the termination of a reimbursable detail from another Federal agency.

For the duration of the hiring freeze, the Comptroller will include as an agenda item at Comptroller Meetings, which the Director of Personnel will attend in an advisory capacity, a review of the status of the Agency's on-duty strength and vacancies (both current and projected), and to consider critical replacement staffing needs as identified by the Career Services. The Comptroller will make recommendations for the temporary reallocation of hiring headroom, when necessary, giving due consideration to Directorate ceilings, to ensure that the Agency makes full use of its reduced ability to replace losses while at the same time ensuring that the highest priority staffing needs are satisfied. Where agreement cannot be reached at Comptroller Meetings on such reallocations, the Comptroller will refer the issue to the DDCI for decision.

We anticipate some problems in the administration of the hiring freeze. We recognize that it will be very difficult over the short term to ensure the appropriate 50 percent match of hirings to separations. For example, we anticipate that it may not be possible to ensure 50 percent immediate replacement of the high level of separations, specifically retirements, expected during December and January.

Originator: D/OP 15 Nov 78

Distribution:

- 1 - [REDACTED] via Tube
1 - DDASubj
1 - DDA Reading Bd
1 - M&AS Chrono

STATINTL

112-415-16

ODP-8-2036

10/10/78

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Rotational Transfer and the Hiring "Freeze"

STATINTL

1. The President's modified hiring "freeze", limiting federal agencies to a 1 for 2 replacement ratio, has been the subject of only informal guidance to date. We have been told that we may hire new personnel only against vacancies which occurred subsequent to 25 October and then only on the basis of one new employee for every two new vacancies. We have been told further that we will identify vacancies on the basis of on-board strength as of 25 October, plus hiring commitments made prior to that date. Following that formula, ODP has a "base" for identifying vacancies of [REDACTED] comprised of [REDACTED] on board plus 7 firm employment commitments. STATINTL

2. This guidance covers only net changes in CIA's total manpower. The problem which occasions the preparation of this inquiry has to do with the effects of lateral movements, which do not reduce CIA's total staff, on the effective ceiling of ODP. We have, as you know, an active "outlander" program which covers a large number of MZ careerists assigned to other offices on rotational tours. (The most recent roster of "outlanders" lists 32 names.). In addition, the more technical offices, and even some with only peripheral technical programs, learned long ago that ODP is a great source of talented, bright people, and we have attempted to be responsive to requests for personnel to fill a variety of challenging assignments. Most of these become, in time, rotational positions. The employees benefit, ODP benefits, and certainly CIA benefits in general from such inter-office and inter-directorate movement.

3. The new "freeze" threatens our ability to continue to support such requests for rotational assignment of ODP personnel. Established relationships can be maintained, for we get a person back for each person released. New proposals (and we currently have several in hand from OD&E and OSO, for example) are a different matter, however. The transfer of a programmer from ODP to OSO creates a vacancy which, under present rules, we apparently cannot fill. At best, if it does constitute a "vacancy" under the "freeze", we can fill it only at the 50% rate. ODP was already under strength on 25 October; attrition in the form of lateral transfers will create holes we can ill afford.

4. I am most reluctant, however, to close the door on a program which has been so successful and so beneficial. We need, it seems to me, some additional guidance on how CIA is going to administer its hiring program under the 1 for 2 formula to protect the office which loses personnel not to the outside market place but to other CIA components. Such transfers ought to be supported by a policy of one for one replacement, either from inside or through outside recruitment. Our people need to know that their own career progression will not be inhibited because of the non-availability of replacement personnel.

5. We have been invited to bring exceptional cases to your attention for possible allocation of additional hiring authority, but the situation described here does not seem to be in that category, nor does it lend itself to that kind of solution. Rotation is a recurring constant in ODP's personnel program, and vacancies created by rotation, as already noted, differ in several ways from the kinds of vacancies which were addressed in the President's message. ODP is by no means the only office affected, of course. The problem has serious implications for all forms of lateral movement, including those so essential to effective EEO and Upward Mobility programs, and those relevant to the DCI's inter-directorate rotation program.

6. Whatever form of Agency-wide bookkeeping system is established to cope with this problem, I urge that it be devised so as to avoid involving central staff elements in the details of rotational assignments. I would hope it would suffice to keep some central control point apprised of the numbers of personnel involved. Ideally, it would seem that hiring priority should be granted in a relatively automatic way to those offices whose losses stem from rotational moves.

7. ODP has, as noted, several outstanding new requests for rotational personnel. These requests are being held in abeyance until we have a clearer idea of how or whether we will be able to recruit replacements for any personnel released.



Clifford D. May Jr.

STATINTL

78-4175
Executive Order 11751
78-3310/2

9 NOV 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign
Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Director, Public Affairs
Director, Equal Employment Opportunity
Comptroller

FROM : Deputy Director of Central Intelligence

SUBJECT : Implementation of Presidential Hiring
Freeze

1. At the direction of the President and under guidelines established by the Office of Management and Budget, a partial hiring freeze is in effect for an indefinite period. Effective 25 October 1978, agencies may fill only one out of every two vacancies. One important exception is that hiring commitments made before that date may be honored.

2. In the immediate future, most of our hiring will be based on commitments made before 25 October. These commitments consist of (1) written notifications to applicants to report for duty and (2) written notifications to applicants that a job is available subject to successful completion of security and medical processing. Based on these criteria, commitments have been made to more than 500 applicants. However, we would expect fewer than 50 percent of these applicants to complete processing and to actually enter on duty. The employment of such already-committed applicants does not count against vacancies occurring after 24 October 1978.

3. For the purposes of administering the hiring freeze, "hiring" is defined as (1) new entrances on duty of permanent full-time personnel who count against ceiling, (2) assignments to operating Directorates of permanent full-time personnel from TAS (the clerical pool), and (3) reimbursable details from other Federal agencies. For purposes of determining the number of persons who can be hired by the Agency on the basis of the 50 percent replacement limitation, a "vacancy" is defined as one created by a separation or retirement from the Agency or the termination of a reimbursable detail from another Federal agency.

4. For the duration of the hiring freeze, I have asked the Comptroller to include, as an agenda item at monthly Comptroller Meetings, a review of the status of the Agency's on-duty strength and vacancies (both current and projected) and to consider critical replacement staffing needs as identified by the Deputy Directors and the Administrative Officer, O/DCI (for the Independent Offices). The Director of Personnel will attend these meetings in an advisory capacity. All allocations to hire will be made in the Comptroller Meetings and for the most part on the basis of each Directorate's anticipated vacancies. I have also asked the Comptroller to make recommendations for the temporary reallocation of hiring headroom, when necessary, to ensure that the Agency makes full use of its reduced ability to replace losses while at the same time ensuring that the highest priority staffing needs are satisfied. Where agreement cannot be reached at Comptroller Meetings on such reallocations, the Comptroller will refer the issue to me for decision.

5. The responsibility for administering the hiring freeze is assigned to the Director of Personnel who will assign new hires to the Directorates and Independent Offices consistent with the 50 percent replacement rule and with temporary reallocations of hiring headroom as may be made through Comptroller Meetings. Within Directorates, the Deputy Directors may employ offsets between components as required so that priority needs can be met. In the event of special problems that cannot be resolved in discussions with the Director of Personnel or at Comptroller Meetings, appeals may be addressed to me. In the case of the Independent Offices, appeals should be forwarded to me through the Administrative Officer, O/DCI.

6. So that senior management may have data needed to arrive at an equitable system for allocating new hires, you are requested to complete the attached form and return it to the Chief, Staff Personnel Division, Office of Personnel, by COB 17 November. While the form requests data only at the Directorate and DCI area levels, you will wish to have supporting detail at the Office (Division) level to assist in your internal allocations of new hires. At this time I am requesting a six-month projection, but should the freeze continue, we will need updated projections.



STATINTL

Frank C. Carlucci

Attachment:

Form to report projected separations

cc: Administrative Officer, O/DCI
Director of Personnel

PROJECTED SEPARATIONS

NOV DEC JAN FEB MAR APR MAY

Separations from Agency
Employment

PRIORITY EMPLOYMENT REQUIREMENTS

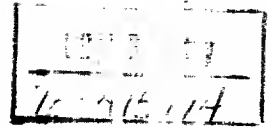
<u>Office</u>	<u>Category*</u>	<u>Number</u>	<u>When Needed</u>
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* Typist, Economist, Systems Analyst, Photo Interpreter, etc.

Personnel

78-3276/1

DCI/RM-78-0064
30 October 1978



MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

STATINTL

FROM:

[REDACTED]

Deputy to the DCI for Resource Management

SUBJECT:

Limitation on Federal Civilian Hiring

Jack

1. An advance copy of the OMB circular on the Federal civilian hiring limitation, which we got from [REDACTED] on Saturday, 28 October, is attached FYI. No doubt you will receive it officially in due course.

STATINTL

2. I have had some preliminary conversations with [REDACTED] about the unique situation the Intelligence Community Staff is in. I gather that OMB is largely unprepared to handle the influx of requests for exemptions they are sure to get. Stan agrees that we should separate any RM/CT appeal from anything the CIA might be considering. I will keep you abreast of our negotiations, however.

STATINTL

3. Best of luck during what is likely to be a very trying time.

Stan
[REDACTED]

STATINTL

Attachment:
as stated

cc: Acting DDA, w/att



EXECUTIVE OFFICE OF THE PRESIDENT
Approved For Release 2001/05/01 : CIA-RDP81-00142R000400030023-3
OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503



BULLETIN NO. 79-2

October 27, 1978

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Limitation on Federal Civilian Hiring

1. Purpose. This Bulletin provides guidance with respect to the limitation on hiring ordered by the President. It also provides instructions for appeals in a limited number of situations where exceptions to the hiring limitation may be warranted.

2. Background. In his recent memorandum, the President stated that he is imposing a limitation on hiring as an integral part of his efforts toward achieving one of the top priority goals of his administration; restraining inflation. His review of the FY 1980 Budget will include a thorough evaluation of agency personnel requirements to ensure that efficient operation of the Government will be achieved with a minimum level of Federal employment. His intention in imposing this limitation on hiring is to limit growth in the Federal workforce. The limitation also recognizes the need to reduce total Federal employment to the level that existed on September 30, 1977 as required by Section 311 of the Civil Service Reform Act of 1978.

3. Limitation on hiring. Pursuant to the President's memorandum, each agency will establish controls to limit the number of appointments to full-time permanent positions to not more than 50 percent of the number of vacancies occurring on or after October 25, 1978. A vacancy in existence as of October 24, 1978 can only be filled by use of one of the permitted appointments resulting from new vacancies, i.e., from among the 50% of the number of new vacancies occurring.

Except for the exemptions listed below, this limitation applies to all new hires of full-time permanent Federal civilian personnel and to transfers of personnel between Executive Branch agencies. The limitation is effective immediately and will remain in effect until further notice.

Where necessary, personnel reallocations should be made within agencies to meet needs of highest priority and to assure that vital and basic services are not interrupted. Contracting with firms and institutions outside the Government will not be used to alleviate the effect of this limitation. Nor will persons be hired on a temporary basis as a substitute for full-time permanent employees to evade this limitation.

4. Standard exemptions. To preserve the continuity of Government, the following exemptions to the limitation on hiring are permitted:

a. at the discretion of the agency head, hiring necessitated by emergency situations involving the safety of human life and protection of property,

b. when staffing is essential for maintaining operations that directly protect human safety,

c. filling of positions under programs that are presently exempt from employment ceilings,

d. hiring in accordance with firm commitments made in writing by agency personnel officers, prior to the effective date of the limitation,

e. hiring by the U.S. Postal Service,

f. reassignments of personnel within an agency,

g. executive level appointments, and

h. shifting of employees from one agency to another because of a transfer of functions resulting from Presidential reorganization action.

5. Appeal of hiring limitation. In a very limited number of cases, additional exemptions may be granted if the Office of Management and Budget (OMB) determines that such action is necessary to preserve the continuity of Government by assuring that essential services are provided and that fundamental needs and requirements of law are met. When an agency head believes that circumstances in an agency warrant such an exception, an appeal may be made in writing to the Director of the OMB fully justifying the need for additional personnel and explaining why intra-agency reallocation is not feasible.

6. Effective dates. The instructions in this Bulletin are effective at once and will remain in effect until further notice.

7. Inquiries. Questions regarding the instructions in this Bulletin will be addressed to the OMB representatives in charge of the agency's budget estimates.


James T. McIntyre, Jr.
Director

Attachment

78-3361

DDA 78-4157/1

DDA 78-4157/1
POWELL

31 October 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: John F. Blake
Deputy Director for Administration

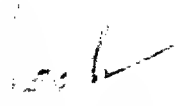
Frank:

1. As you may know, the President, as part of his new wage and price control plan, has imposed personnel hiring limitations on the Federal establishment. Attached as Tab A is a Presidential memorandum on this subject and, at Tab B, a preliminary draft of an OMB directive on this matter.

2. It is rather a complex matter because it tends to become intertwined with the lowered personnel ceiling for FY'80. Until such time as we receive formal word from OMB we can only prepare ourselves on a contingency basis, but that I have started to do.

3. I met with Messrs. Taylor, Janney, et al, on Tuesday, 31 October, to have some preliminary discussions on this matter. We have developed an approach to handle this matter for the balance of this calendar year. I have asked Mike Malanick to have this proposed approach submitted to you for consideration by Monday, 6 November.

4. Au revoir as I depart for the Far East in an hour.


John F. Blake

Atts

Distribution:

Orig - DDCI

1 - DCI

1 - ER

1 - DDA

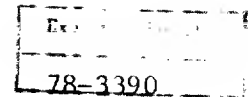
TAB



THE WHITE HOUSE

WASHINGTON

October 26, 1978



MEMORANDUM FOR THE HEADS OF

EXECUTIVE DEPARTMENTS AND AGENCIES

There is no more important goal for my Administration than restraining inflation. A crucial part of this effort is managing government more efficiently. With that goal in mind, I am imposing an indefinite limitation on the hiring of Federal civilian workers, as of October 25, 1978.

I ask that you limit the number of new full-time permanent appointments in your agency to not more than 50 percent of the new vacancies occurring after October 25, 1978. In other words, for each two new vacancies, you may appoint one new permanent employee. You may not fill such vacancies as exist on October 24, 1978 except by use of the appointments permitted as a result of new vacancies.

I am instructing the Office of Management and Budget and the Civil Service Commission to issue instructions on this directive. In addition, I delegate authority to the Director of the Office of Management and Budget to grant specific exemptions in a very limited number of cases, when such exemptions are necessary to assure that essential services are provided and fundamental needs are met.

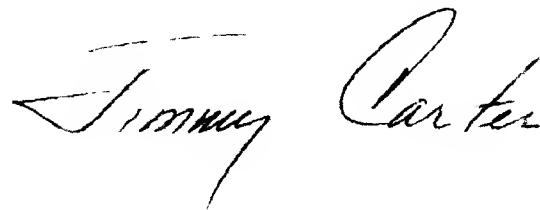
I ask that, as you carry out this directive, you do it in a way that protects the operations in your agency that directly affect the public -- for example, Social Security claims processing and check issuance, and veterans' benefit payments. You should absorb as much of the impact as possible in the support and overhead operations of your agency.

It is within your power to determine whether the government succeeds in this part of the battle against inflation. I urge you to do everything possible to assign your staff where the need is greatest, so that vital and basic

2

services may continue uninterrupted. Contracting with firms and institutions outside the government must not be used to circumvent the intent of this directive.

I urge you to give this matter your personal attention and support.

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned in the lower right quadrant of the page.

EXECUTIVE SECRETARIAT (O/DCI)

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	DD/RM				
4	DD/NFA				
5	DD/CT				
6	DD/AS	X			
7	DD/O				
8	DD/S&T				
9	GC				
10	LC				
11	IG				
12	Compt	X			
13	D/PA				
14	D/EEO				
15	D/Pers				
16	AO/DCI				
17	C/IPS				
18					
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SUSPENSE DATE:					

Remarks:

To 6 and 12: Please consult and advise DCI of impact. You may wish to wait until receipt of paragraph 3 instructions from OMB and CSC.

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Approved For Release 2001/05/01 : CIA-RDP81-00142R000400030023-3

SUBJECT: (Optional)

Implementation of Presidential Hiring Freeze

FROM:

Deputy Director of Central Intelligence

EXTENSION

NO.

File Personnel

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show to whom. Draw a line across columns of comments.)

RECEIVED

FORWARDED

1. Deputy Director for Administration

11/14

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2. D/PERS

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OFFICIAL ROUTING SLIP

DDA Pers. File

TO	NAME AND ADDRESS	DATE	INITIALS
1	D/Pers.		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Rotational Transfer and the Hiring "Freeze"

Remarks:

DDA 78-4159/6

Please prepare a reply
for my signature.

duke

Michael J. Malanick

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Acting Deputy Director for Administration	14 Nov 78
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SECRET	

FORM NO. 1-67 237 Use previous editions

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- 1 - DDA Subj (w/orig att)
- 1 - MJM Chrono (w/o att)
- (no DDA Chrono)

Att: Memo to ADDA fm D/DP dtd 10 Nov 78; Subj:
Rotational Transfer and the Hiring "Freeze"
DDA 78-4157/6

Approved For Release 2001/05/01 : CIA-RDP81-00142R000400030023-3

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TAB



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

Approved For Release 2001/05/01 : CIA-RDP81-00142R000400030023-3

WASHINGTON, D.C. 20503

BULLETIN NO. 79-2

October 27, 1978

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

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f. reassignments of personnel within an agency,

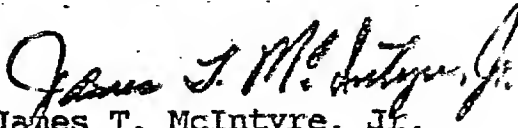
g. executive level appointments, and

h. shifting of employees from one agency to another because of a transfer of functions resulting from Presidential reorganization action.

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James T. McIntyre, Jr.
Director

Attachment

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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Deputy Director of Personnel				
2					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: Ben: Attached is the OMB bulletin I mentioned to you this morning. You should probably look this over before your 1100 meeting this morning. However, as I mentioned in our telecon, this should be treated as an unofficial document pending its formal issuance by OMB, since we understand there is a possibility that it may be modified before it is officially disseminated.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
<div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div> C/AG/O/Compt				10/31/78	
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